



MANDARIN LIBRARY AUTOMATION USER GUIDE ©

eBooks (electronic versions of printed books) ...and how to upload records from Gale using Mandarin M3

Obtaining MARC Records for the Gale Virtual Library eBooks Available via Novel

Go to: http://marc.gale.com/cgi-bin/marc_merge/listfiles.pl to request the MARC records for the eBook titles in the Gale Virtual Library available via NOVEL...

eBook MARC Record and Link Customization Site —Gale Virtual Reference Library Customers

Connect users to *Gale Virtual Reference Library* eBooks directly from your library's online catalog or Web site.

Thomson Gale provides complimentary delivery of customized eBook MARC records in .MRC format via this self-service Web page. This service automatically adds the location information into the MARC 856 field links.

Libraries may also use this page to generate lists of URLs that provide direct-to-eBook links for use on library Web sites. Simply select the option: "Send the selected titles as a .CSV file with direct links for each eBook."

It's easy. Follow these four steps:

1. Fill out Location ID.
2. Select the "Direct eBook links" check box if you want them.
3. Select at least one title.
4. Click on "Merge Selected Records"(at the base of this page).

Follow the 4 simple steps right at the eBook MARC record... site.

Step 1. - Enter your Location ID

***Location ID refers to the last part of your access URL -
<http://infotrac.galegroup.com/itweb/Loc ID>

If you do not know your unique Location ID, contact your **School Library System Office**. Your code will likely begin with nysl_we_...

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Step 2. - ☐ Send the selected titles as a .CSV file with direct links for each eBook.

Step 3. - Select your Titles from the list below:

- ☐ 24P: Make Your Digital Movies Look Like Hollywood
- ☐ A Financial History of the United States
- ☐ Acronyms, Initialisms, and Abbreviations Dictionary, 34th ed.
- ☐ Acronyms, Initialisms, and Abbreviations Dictionary, 35th ed.

Note: There are many titles to scroll through!

To complete **step 3**, use the **following current list of eBooks available via NOVEL**. ****Also, check with your **School Library System Director** to get a list of any eBooks she may have purchased for system members...

- [Contemporary Theatre, Film and Television](#), Vol. 53, 2004
- [Contemporary Theatre, Film and Television](#), Vol. 54, 2004
- [Contemporary Theatre, Film and Television](#), Vol. 55, 2004
- [Contemporary Theatre, Film and Television](#), Vol. 56, 2004
- [Contemporary Theatre, Film and Television](#), Vol. 57, 2005
- [Contemporary Theatre, Film and Television](#), Vol. 58, 2005
- [Contemporary Theatre, Film and Television](#), Vol. 59, 2005
- [Contemporary Theatre, Film and Television](#), Vol. 60, 2005
- [Contemporary Theatre, Film and Television](#), Vol. 61, 2005
- [Contemporary Theatre, Film and Television](#), Vol. 62, 2005
- [Contemporary Theatre, Film and Television](#), Vol. 63, 2005
- [Contemporary Theatre, Film and Television](#), Vol. 64, 2005



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- [Contemporary Theatre, Film and Television](#), Vol. 65, 2006
- [Contemporary Theatre, Film and Television](#), Vol. 66, 2006
- [Contemporary Theatre, Film and Television](#), Vol. 67, 2006
- [Contemporary Theatre, Film and Television](#), Vol. 68, 2006
- [Contemporary Theatre, Film and Television](#), Vol. 69, 2006
- [Contemporary Theatre, Film and Television](#), Vol. 70, 2006
- [Contemporary Theatre, Film and Television](#), Vol. 71, 2006
- [Contemporary Theatre, Film and Television](#), Vol. 72, 2007
- [International Dictionary of Films and Filmmakers](#), 4th ed., 4v, 2001
- Biography
 - [Contemporary Theatre, Film and Television](#), Vol. 69, 2006
 - [Contemporary Theatre, Film and Television](#), Vol. 70, 2006
 - [Contemporary Theatre, Film and Television](#), Vol. 71, 2006
 - [Contemporary Theatre, Film and Television](#), Vol. 72, 2007
- Business
 - [Business Plans Handbook](#), Vol. 5, 1998
 - [Business Plans Handbook](#), Vol. 6, 1999
 - [Business Plans Handbook](#), Vol. 7, 2000
 - [Business Plans Handbook](#), Vol. 8, 2001
 - [Business Plans Handbook](#), Vol. 9, 2002
 - [Business Plans Handbook](#), Vol. 10, 2004
 - [Encyclopedia of Small Business](#), 2nd ed., 2v, 2002
 - [Gale Encyclopedia of E-Commerce](#), 2v, 2002
- History
 - [American Civil War Reference Library](#), 5v, 2000
 - [American Revolution Reference Library](#), 5v, 2000
 - [Americans at War](#), 4v, 2005
 - [Encyclopedia of American Foreign Policy](#), 2nd ed., 3v, 2002
 - [Encyclopedia of the Modern Middle East and North Africa](#), 2nd ed., 4v, 2004
 - [Europe, 1450 to 1789: An Encyclopedia of the Early Modern World](#), 6v, 2004
 - [Fashion, Costume, and Culture: Clothing, Headwear, Body Decorations, and Footwear through the Ages](#), 5v, 2004
 - [French and Indian War](#), 2003
 - [Gale Encyclopedia of U.S. Economic History](#), 2v, 1999
 - [Harlem Renaissance](#), 2001
 - [History Behind the Headlines: The Origins of Conflicts Worldwide](#), 6v, 2003
 - [Mexican-American War](#), 2003
 - [Renaissance: An Encyclopedia for Students](#), 4v, 2004
 - [St. James Encyclopedia of Popular Culture](#), 5v, 2000
 - [War of 1812](#), 2002
 - [Witchcraft in America](#), 2001
- Law
 - [Major Acts of Congress](#), 3v, 2004
- Library Science
 - [Continuing Professional Development--Preparing for New Roles in Libraries: A Voyage of Discovery](#), 2006
- Literature
 - [Contemporary Novelists](#), 7th ed., 2001
 - [Contemporary Poets](#), 7th ed., 2001
- Medicine
 - [Gale Encyclopedia of Alternative Medicine](#), 2nd ed., 4v, 2005
 - [Gale Encyclopedia of Cancer](#), 2nd ed., 2v, 2006
 - [Gale Encyclopedia of Genetic Disorders](#), 2nd ed., 2v, 2006
 - [Gale Encyclopedia of Medicine](#), 3rd ed., 5v, 2006
 - [Gale Encyclopedia of Nursing and Allied Health](#), 2nd ed., 5v, 2007
- Science
 - [Biology](#), 4v, 2002
- Social Science
 - [Encyclopedia of Population](#), 2v, 2003

**** For example, the Erie 1 BOCES SLS purchased the following titles for Erie 1 BOCES SLS member schools:

Beacham's Guide to the Endangered Species of
North America, 6v., 2000

Endangered Species, 2nd ed., 3v, 2004
Our Living World: Earth's Biomes, 7v, 2004



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Blackbirch Kid's Visual Reference of the United States, Vol 1, 2003
 Blackbirch Kid's Visual Reference of the World, Vol. 1, 2001
 Gale Encyclopedia of Multicultural America, 2nd ed., 3v, 2000
 Novels for Students - Volume 1
 Novels for Students - Volume 2
 Novels for Students - Volume 3
 Novels for Students - Volume 4
 Novels for Students - Volume 5

Novels for Students - Volume 6
 Novels for Students - Volume 7
 Novels for Students - Volume 8
 Novels for Students - Volume 9
 Novels for Students - Volume 10
 Novels for Students - Volume 11
 Novels for Students - Volume 12
 Novels for Students - Volume 13
 Novels for Students - Volume 14
 Novels for Students - Volume 15
 Novels for Students - Volume 16

Step 4. - Merge Selected Records

Fill in your e-mail, etc., and Gale will e-mail the file of records to you. Gale will send you a message called "Merged MARC Records"

After you import the records, you will need to add a holding. If you don't, they won't appear green (as available) in your OPAC. There is no need to add a barcode.

You should globally insert your holding code in 852#a in both the bibliographic records and the holdings. I also recommend that you insert a **eBook** prefix (852#k) in both the bibliographic and holding records.

Mandarin will have a media type icon and a GMD for this kind of material in a coming release. Right now, it will appear as a book icon.

Screen Shot of Cataloging for eBook Records:

Bib_Num_001	852#a	852#h	852#i	852#k	852#m	245#a
<input type="checkbox"/> 0000010396	E1 HEINE			eBook		Contemporary theatre, film and television.
<input type="checkbox"/> 0000010397	E1 HEINE			eBook		Contemporary theatre, film and television.
<input type="checkbox"/> 0000010398	E1 HEINE			eBook		Continuing professional development-preparing for new
<input type="checkbox"/> 0000010399	E1 HEINE			eBook		Encyclopedia of American foreign policy
<input type="checkbox"/> 0000010400	E1 HEINE			eBook		Encyclopedia of population
<input type="checkbox"/> 0000010401	E1 HEINE			eBook		French and Indian War
<input type="checkbox"/> 0000010402	E1 HEINE			eBook		Gale encyclopedia of multicultural America
<input type="checkbox"/> 0000010403	E1 HEINE			eBook		Gale encyclopedia of U.S. economic history

Screen Shot of Web OPAC for eBook Records:



eBook

International dictionary of films and filmmakers editors, Tom Pendergast, Sara Pendergast.

Detroit, Mich. : [St. James Press](#), c2000.

WWW: <http://galenet.galegroup.com/servlet/eBooks?ste=22&docNum=CX340689999&q=nysl we be1sls>



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Questions and Tips?

Question: How do you inventory eBooks?

Answer: you don't!!!

Tip:

Many librarians like to make a button in their Visual OPAC for all their eBooks. Just build a prefix search for eBook in your visual query.